

POSITION DESCRIPTION (Please Read Instructions on the Back)1. Agency Position No. **C2-63-74**

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any Position replaced)	3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field	4. Employing Office Location Bethesda, Maryland	5. Duty Station Bethesda/Rockville MD	6. OPM Certification No.
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7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required Executive Personnel <input type="checkbox"/> Employment and Financial Interests <input type="checkbox"/>	9. Subject to 1A Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>	13. Competitive Level Code 031	14. Agency Use
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15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Administrative Technician	GS	303	5	elm	6/24/03
e. Recommended by Supervisor or Initiating Office	Administrative Technician	GS	303	5		

16. Organizational Title of Position (if different from official title) 17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment Department of Health and Human Services	c. Third Subdivision Office of the Director
a. First Subdivision National Institutes of Health	d. Fourth Subdivision Office of Management
b. Second Subdivision National Cancer Institute	e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position. Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) Elizabeth Greene, Acting Assoc Dir for Admin Ops, OM
Signature _____ Date _____	Signature Elizabeth Greene Date 5/23/03

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action HRS	22. Position Classification Standards Used in Classifying/Grading Position Grade Level Guide for Clerical & Assistance Work, TS, 91, dtd 6/89; OFC Automation Grade Evaluation Guide, dtd 11/90.
Signature Carol Mohler Date 6/24/03	Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks
*Low Risk Public Trust Position/Security Access0/NACI required.

FPC:GS-7

25. Description of Major Duties and Responsibilities (See Attached)

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U.S. Office of Personnel Management
FPM Chapter 295

Position Description

Administrative Technician (Office Automation), GS-303-5

STATEMENT OF DIFFERENCES

The duties and responsibilities of this position are essentially the same as those at the full performance level. However, the incumbent is under closer supervision and receives more detailed instructions. As the incumbent progresses, the amount of supervision will gradually be reduced.

FACTORS

Factor 1-3; Knowledge Required by the Position

Knowledge of a body of standardized rules, procedures or operations requiring considerable training and experience to perform the full range of standard clerical assignments and resolve recurring problems.

Factor 2-2; Supervisory Controls

The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines, and priority of assignments. The supervisor provides additional, specific instructions for new, difficult, or unusual assignments including suggested work methods or advice on source material available. The employee uses initiative in carrying out recurring assignments independently without specific instruction but refers deviations, problems, and unfamiliar situations not covered by instructions to the supervisor for decision or help. The supervisor assures that finished work and methods used are technically accurate and in compliance with instructions or established procedures. Review of the work increases with more difficult assignments if the employee has not previously performed similar assignments.

Factor 3-2; Guidelines

Procedures for doing the work have been established, and a number of specific guidelines are available. The number and similarity of guidelines and work situations requires the employee to use judgment in locating and selecting the most appropriate guidelines, references, and procedures for application and in making minor deviations to adapt the guidelines in specific cases. At this level, the employee may also determine which of several established alternatives to use. Situations to which the existing guidelines cannot be applied or significant proposed deviations from the guidelines are referred to the supervisor.